

**1678**

**RI/FS DOCUMENT CONTROL**

**06/18/90**

**DOE-1248-90  
DOE-FSO/ASI  
3  
LETTER**



## Department of Energy

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FMPC Site Office  
P.O. Box 398705  
Cincinnati, Ohio 45239-8705  
(513) 738-6319

June 18, 1990  
DOE-1248-90

John D. Wood, Project Director  
Advanced Sciences, Inc.  
11003 Hamilton Cleves Road  
P. O. Box 475  
Ross, OH 45061

Dear Mr. Wood:

### RI/FS DOCUMENT CONTROL

Please implement the following actions immediately to obtain control over the RI/FS Workplan Documents:

1. Pull 27 copies of the complete set of RI/FS Workplan Documents along with 9 additional copies of the QAPP and one additional copy of the workplan (preferably from organizations which will be receiving controlled copies of the document).
2. Make modifications to the covers of the documents (color, verbiage and numbering) to indicate that it is a controlled document.
3. Perform a QA check on the controlled documents to verify content and redistribute to Offices identified on the attached listing. Note: Each distributed controlled copy of the RI/FS Workplan must have a responsible person assigned to maintain control.
4. Prepare a letter for the FMPC Site Manager's signature listing controlled copy locations and responsible individuals and stating that no other copies of the RI/FS Workplan Documents are considered controlled and will not be maintained. (Include in the letter a procedure that can be used to allow recipients to request a controlled copy.)
5. The application of this guidance may be staged in such a fashion to minimize costs (example: 5 plans at a time).

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Any variances from this policy must be requested in writing from Andy Avel. Please direct any questions you may have on this policy to Oba Vincent at 738-6937.

Sincerely,



Bobby Davis  
Contracting Officer's  
Representative

DP-84:Vincent

Enclosure: As stated

cc w/encl.:

H. E. Richardson, WMCO

## NUMBER OF CONTROLLED RI/FS WORK PLANS

- A) ASI
  - Site Office (2)
  - Oak Ridge (1)
  - Albuquerque (1)
  - Site Trailer (1)
- B) IT Corporation
  - Laboratories (10) \*
  - Pittsburgh (1)
  - Knoxville (1)
  - Oak Ridge (1)
  - Site Office (1)
- C) DOE
  - Site Office (1)
  - Oak Ridge (1)
  - Washington D.C. (1)
  - Germantown (1)
  - Lee Wan Assoc. (1)
- D) WMCO
  - Site (5)
- E) Miscellaneous
  - Administrative Records (3)
  - U. S. EPA Region 5 (1)
  - Ohio EPA (1)
  - Ohio Department of Health (1)
  - ATSDR (1) \*\*
  - Ohio Emergency Management Agency (1)

\* QAPP only for nine of the labs., one lab full set

\*\* Work Plan ONLY

Total number is 27 full sets plus nine additional QAPPs and one work plan.